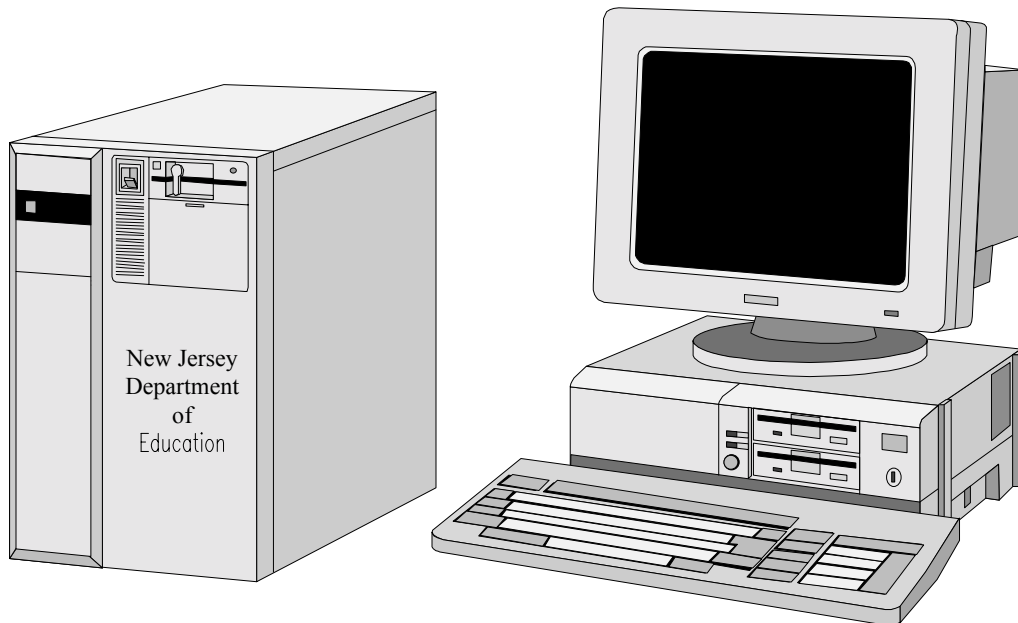


New Jersey Department of Education

Technical Manual

2002-2003 School Register Summary



ELECTRONIC DATA COLLECTION, PERSONAL COMPUTER

Division of Finance  
Office of Fiscal Standards and Efficiency

June 2003

### **General requirements for Submission of School Register Summary (2002-2003)**

Electronic Data Collection of the School Register Summary (SRS) is mandatory for all New Jersey school districts. The process for receiving and transmitting the 2002-2003 School Register Summary will be performed exclusively through the Department's DOENET 3.0. Users should reference the Users' Manual for DOENET, Version 3.0 (dated September 2002) located at <http://www.state.nj.us/njded/data/collections/> for instructions regarding the use of the DOENET 3.0 software.

Beginning this year, **program codes have been added** to record the enrollment and attendance of those preschool children that attend private facilities. The two new programs are listed at the bottom of the screen and are labeled as Private Preschool.

As a reminder, in the program there are warning edits generated by comparing Fall Survey data to the data being submitted for the School Register Summary. Any deviation of +/- 10% between the program calculated average daily enrollment (ADE) and Fall Survey data generates a warning edit. This warning edit is meant to highlight potential keypunching errors; the data is not necessarily incorrect. Warning edits will allow a district to transmit the information but **must** be verified and signed off by the Chief School Administrator before submission to the Department of Education. A transmittal letter for signature will automatically print when transferring through the DOENET3.0.

If there has been a new grade or new special education self-contained program **added** to a particular school since Fall Survey, a memo to the Department of Education will be required to document the change. The application will allow that new grade or new special education classification to be added through the SRS application. All grades and special education programs will appear on your computer screen, regardless of the presence of a particular grade or program on the Fall Survey. The grades and programs that did not exist at 2002 Fall Survey will simply reflect a 0 under the Fall Survey Enrollment column.

The specific instructions contained in the EDC-PC technical manual relate to the mechanics of reporting the School Register Summary information electronically. Directions on how to maintain the school registers during the year are contained in the publication, New Jersey School Register (A1).

**ROUNDING:** The computer program will only accept whole numbers for input. Round numbers to the nearest whole day. Any value of .5 and above should be rounded up, any value below, rounded down. For example, 1.5 would be entered as 2 while 1.4 would be entered as 1.

Transfer of data via DOENET, transmittal letters and applicable memo changes are due to the Department of Education by June 27, 2003 or 5 days after the close of school, whichever is later. (DO NOT SUBMIT DISKETTES.) Mail the transmittal letter and any applicable memo changes to:

New Jersey Department of Education  
Attn: Heather Leary, Division of Finance, 1st Floor  
100 River View Plaza  
P.O. Box 500  
Trenton, NJ 08625-0500

## TECHNICAL MANUAL 2002-2003 SCHOOL REGISTER SUMMARY

### SECTION I - COMPUTER REQUIREMENTS AND CONVENTIONS

#### HARDWARE REQUIREMENTS

After downloading the EDC-PC software over the DOENET, you are given the option of installing the program on the personal computer (PC) connected to the DOENET or making an installation diskette that will be used to load the files on the PC of your choice. In any location, you will need MS-DOS version 6 or higher to install and run the school register program. The following hardware is needed:

- Any IBM compatible personal computer (PC).
- A hard disk drive with approximately one megabyte (1 MB) of free disk space.
- A 3-1/2 inch floppy disk drive to accommodate a double-sided high-density diskette (DS, HD).
- A stand-alone standard dot matrix or laser printer.
- The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

#### CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down** Arrow keys to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down** Arrow keys to move to a different screen.
- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**.)
- Press the escape key (**Esc**) to exit the selection.
- **CTRL+X** (X=a key) indicates that you hold down the control (**Ctrl**) key while pressing another key. For example, **Ctrl+C**.
- To leave the program, use the **ESC** key. When you exit the program, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.
- You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

## SECTION II - BEGINNING THE INSTALLATION PROCESS

Log on to the DOENET to download the SRS application (See the DOENET manual for detailed instructions for downloading). At the DOENet main menu, select option “**EDCPC Data Collections**”. Next select “**SPRING 2003**” from the “Choose Season” menu, followed by “**School Register Summary**” from the “Choose Data Collection”.

1. After selecting SRS you will begin the download of the School Register Summary software from the DOE.
2. During the transmission, program files will be copied to the DOENET directory on your hard drive. After the transfer of the School Register Summary program and data is completed, a message appears verifying that the 2002-03 School Register Summary EDC-PC has been transferred over the DOENET. You will be prompted to return to the main menu. Select option [E] to exit out of the DOENET. You are then placed at the Application Installation screen.
3. Select [School Register Summary 2002-03] and press **ENTER**. The installation program will ask you to indicate whether you want to install the EDC-PC software application on this computer [C] or make an installation diskette [M] that can be used to install it on another computer.

### Installing on your current PC location

The School Register Summary software application will be installed and automatically started. A shortcut to the application will be placed in your DOENET folder so that you can return to it later.

### Making an Installation Diskette to Install Program on a Different Workstation

1. Insert a BLANK diskette into your PC's floppy drive (if you use a disk that is not blank, all of the existing files will be erased!). You will be asked to indicate whether your floppy drive is designated as “A” or “B”. Type the appropriate letter.
2. You will briefly see a message indicating that files are being copied to the diskette. Take the diskette to the PC on which you will install it and insert it into the floppy drive.
3. On the Windows Start menu, choose Run... Click Browse. In the Browse dialogue box, do a drop down in the Look In field. Click on your floppy drive (usually A:). You should see Start listed. Select this file and click on the Open button. After you have returned to the Run dialogue, click OK.
4. The School Register Summary software will be installed and automatically started. A shortcut to the application will be placed in a DOENet folder so that you can return to it later.

## SECTION III - RUNNING THE SYSTEM

### ACCESSING THE PROGRAM - First Time ONLY

After installing the School Register Summary software, the School District Identification menu automatically appears. In order to use the EDC-PC program, you must first select your county and your school district. This process is completed only once.

- Use the **Up/Down** Arrow keys (or **PgUp/PgDn**) keys to highlight your county. When highlighted, press **ENTER**.

- Use the **Up/Down** Arrow keys (or **PgUp/PgDn**) keys to highlight the your school district name. When highlighted, press **ENTER**.
- An Identification Confirmation screen will appear.
- If your county and/or school district name is/are not correct, enter **N** for No, and re-select your county and school district name.
- If the county and school district name are both correct, enter **Y** for Yes.  
The message "Preparing Files - Please Wait" should appear.

During the "Preparing Files" process, data for your school district will be automatically entered into a database for edit checking purposes only. This process may take several seconds depending upon your PC configuration and the amount of data.

After program files are prepared, the Main Menu appears (see Figure 1).

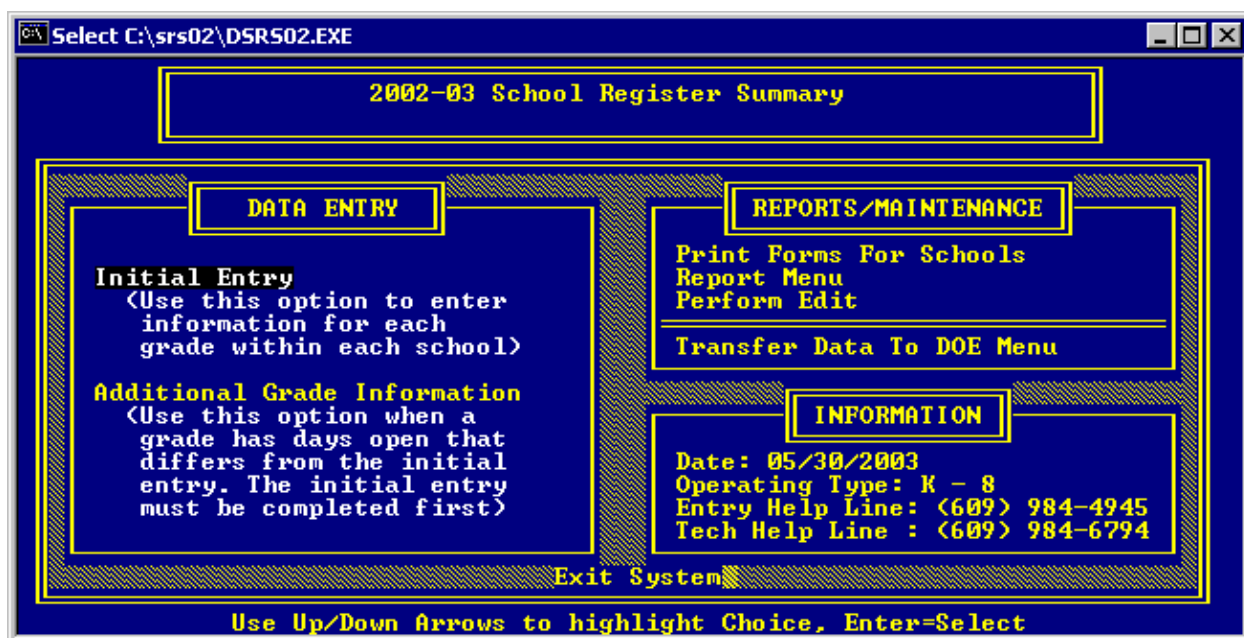


Figure 1

## INFORMATION

Verify that the name of your school district appears at the top of the screen and that the data in the Information section is accurate.

Operating Type: (of your school district - e.g., K - 12)

For assistance, you may call the State Department of Education between 8:00 a.m. and 4:00 p.m.:

For Entering Information: (609) 984-4945

Tech Help Line (for computer questions only): (609) 984-6794

Email questions to [SRSHELP@DOE.STATE.NJ.US](mailto:SRSHELP@DOE.STATE.NJ.US)

## CONTINUE OR EXIT SYSTEM

After verifying the information section on the Main Menu, you may continue to use the program or exit the system.

To exit the system, highlight "Exit System" and press the **ENTER** key. Refer to the instructions below for accessing the program for the second and all future sessions.

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## ACCESSING THE PROGRAM - Second and All Future Sessions

To access the program in all subsequent sessions, follow the procedure below. **DO NOT REINSTALL THE PROGRAM FROM THE DOENET OR DISKETTE UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.**

- It is unlikely that you will enter all of the data during the first session. To access the School Register Summary program in all subsequent sessions, double-click on the shortcut for the School Register Summary application in your DOENET folder.
- The main menu for the School Register Summary should appear.

### **School Register Summary 2002-03**

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## SCHOOL DATA COLLECTION INSTRUMENT

In order to have the information to enter, the district should first print a School Data Collection Instrument for each school.

1. From the REPORTS/MAINTENANCE section of the Main Menu, highlight "Print Forms For Schools" and press the **ENTER** key.
2. The names of every school in your district will be listed along with an "All Schools" choice.
3. Highlight "All Schools" to print a data collection instrument for every school or individually select the name(s) of the schools for which data collection instruments are desired.
4. Follow the instructions on the screen to Print (or to abort printing).

Staff at each individual school will complete the information on the forms and return them to the district central office for data entry. **Note that all data entry for this program must be performed at one central office location.**

Each form will list all grade categories and special education categories, and enrollment as reported in the 2002 Fall Survey for that individual school.

### County Vocational School Districts

The vocational school district must list its students by regular, special program and Academy categories. Post-secondary data will roll up to district/school totals.

Part-time post-secondary students should be reported separately using full-term equivalents (FTE). For this purpose an FTE is 12 credit hours. Therefore, a student enrolled in a 3-credit program has an FTE of .25; 6 credits an FTE of .5; and 9 credit an FTE of .75. Students with 12 or more credits during the school year should be reported as Full-Time Post-Secondary.

### SECTION IV - DATA ENTRY

#### DATA ENTRY

The Data Entry section of the Main Menu consists of the following two options:

- **INITIAL ENTRY** - to be used to enter information for each grade within each school.
- **ADDITIONAL GRADE INFORMATION** - to be used when a grade or special education category has days open that differs from the initial entry.

The Initial Entry MUST be completed first.

#### **INITIAL ENTRY**

This option must be used first for data entry by school and grade category. Only one input for each grade category is possible using this option.

NOTE: If an individual school has the same grade category but with two or more different number of days open (e.g., School #1 has one Grade 1 with days open of 180, and another Grade 1 with days open of 181), the second Grade 1 will be an input using the "Additional Grade Information" option AFTER the Initial Entry is completed.

1. With "Initial Entry" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter data and press the **ENTER** key to select it.

The Initial Entry screen for the school that was selected appears (Figure 2).

C:\srs02\DSR502.EXE

**2002-03 School Register Summary**

Grade	02 Fall Survey Enroll	Days Open	# of Possible Days	# of Days Present
Full-Day Pre-Kind.	0.0	0	0	0
Half-Day Pre-Kind.	0.0	0	0	0
Full-Day Kindergarten	0.0	0	0	0
Half-Day Kindergarten	0.0	0	0	0
Grade 1	0.0	0	0	0
Grade 2	0.0	0	0	0
Grade 3	0.0	0	0	0
Grade 4	0.0	0	0	0
Grade 5	110.0	0	0	0
Grade 6	114.0	0	0	0

Use Up/Down/Right/Left Arrows to highlight Choice  
Page Up=Previous Page, Page Down=next page, Esc=Main Menu

Figure 2

The Initial Entry screen contains five (5) columns, which are explained below. A reminder: ROUNDING: The computer diskette will only accept whole numbers for input. Round numbers to the nearest whole day.

- Column 1 - "Grade"  
Grade Categories - Grades and special education programs.
- Column 2 - "02 Fall Survey Enroll"  
Grade Enrollment - for information only. (This column is highlighted and CANNOT be changed.) These enrollment figures were reported by your district in the 2002 Fall Survey and are for EDIT purposes only. Any deviation of +/- 10% between the data you are inputting which will be calculated in the program for ADE and ADA purposes and the Fall Survey will be a warning edit only. It is only a benchmark to compare for reasonableness.
- Column 3 - "Days Open"  
Data entry is required as defined in the School Register.
- Column 4 - "# of Possible Days"  
Data entry is required as defined in the School Register.
- Column 5 - "# of Days Present"  
Data entry is required as defined in the School Register.

3. Use the **Up/Down/Right/Left** Arrow keys to highlight the column where the data is to be entered. Use the **PgUp/PgDn** keys to move to the previous or next screen ("page").

Enter the data, row-by-row, column-by-column, using the completed School Data Collection Instrument for that school as your source document.

If you are going to use the numeric keypad, make certain the number lock (NumLock) is in the ON mode.

If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.



If you discover an error before pressing the **ENTER** or **Up/Down** Arrow key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.

If you discover an error after pressing the **ENTER** or **Up/Down** Arrow key, use the Up/Down Arrow key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number).

If an obvious error is made during input, a message will appear at the bottom of the screen indicating the problem. (See Error and Warning Messages During Data Entry section on the next page.)

4. When finished the data entry session, press the **Esc** key to return to the Initial Entry/Select School. The school for which data was entered will be labeled accordingly.

Use the **Up/Down** Arrow or **PgUp/PgDn** keys to highlight another school for which data is to be entered or press the **Esc** key to return to the Main Menu.

#### Error and Warning Messages During Data Entry

There are two types of edits performed by the program. The first is performed during data entry. The other edit is performed when you select "Perform Edit" from REPORTS/MAINTENANCE of the Main Menu. This section will explain the error messages or warnings that may appear during data entry.

An error message may appear at the bottom of the data entry screen indicating a possible problem. Depending upon the error, you will either not be able to continue data entry until the error is corrected or you will be issued a warning.

The error messages that will not allow you to continue data entry until an error is corrected are as follows:

1. The number of days present (# of Days Present) cannot be greater than the number of possible days (# of Possible Days).
2. If any of the three input fields has input greater than zero, all three fields must contain data greater than zero.
1. Program has enrollment < 1.

The warning messages that will allow you to continue at the time of input are as follows:

1. If the number of days open are greater than 210.
2. If the number of days open are less than 180.
3. Program has enrollment < 3.
4. You have entered data in a program for which there is no corresponding FS enrollment.
5. The number of days present cannot equal the number of days possible.

A message at the bottom of the screen will require you to enter "Y" (for Yes) or "N" (for No) to confirm the entry.

### Additional Grade Information

This option is used only if a school has more than one of the same grade category with a different number of days open.

1. With "Additional Grade Information" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter additional grade information and press the **ENTER** key to select it.

The Additional Grade Information/Select Grade screen appears.

3. Highlight the grade/category desired and press the **ENTER** key to select it.

The Additional Grade Information data entry screen appears (Figure 3).

C:\srs02\DSR502.EXE

2002-03 School Register Summary

Additional Grade Information

Grade: Grade 7

Days Open : 0

Number of Possible Days: 0

Number of Days Present : 0

Press RETURN to enter all information, ESC to abandon operation

Figure 3

4. Enter the Additional Grade Information as follows:

Days Open

Number of Possible Days

Number of Days Present.

After the data is entered for that particular grade, a third screen will appear that recaps the additional data that was entered. (NOTE: This information must not duplicate any possible or present days reported in the initial entry.)

5. If additional data entry is required for the same school with the same grade category with yet a different number of days open, press the **ENTER** key with "New" "Days" "Open" highlighted.

If you wish to delete or change information that was previously entered, highlight the appropriate line and press the **ENTER** key. Follow the instructions at the bottom of the screen.

6. When finished entering data, press the **Esc** key until you return to the Main Menu or the menu you wish to select for additional data entry.

## SECTION V - PERFORM EDIT

### Perform Edit

The edit process performs a variety of checks to determine the relationship between various categories.

The edit can be performed at any time, but MUST be made just prior to transferring the data to the DOE diskette from your PC workstation and then through the DOENET.

To perform an edit, highlight "Perform Edit" in the REPORTS/MAINTENANCE section of the Main Menu and press **ENTER**.

If errors are found, a screen will appear that lists them. If necessary, use the **Up/Down** Arrow and **PgUp/PgDn** keys to view the errors.

These edits are warning messages indicating a deviation from the Fall Survey data or that the ADA rate may be a monitoring problem in accordance with N.J.A.C. 6:8-4.7 for districts that are not Level II and III and N.J.A.C. 6:8-5A.2 for districts that are Level II and III. The warnings are to highlight potential data entry and/or monitoring problems. They do not necessarily indicate that the data is incorrect. You must verify that the warnings are acceptable. If not, you must correct the data before submission. If correct, a report listing these warning messages will be printed when you transfer the data to the DOE diskette from your PC workstation and then through the DOENET. The Chief School Administrator must sign the printed report indicating approval.

The following are the possible error messages both at the school and district levels:

- ADE is greater than (>) 110% of enrollment (from Fall Survey).
- ADE is less than (<) 90% of enrollment (from Fall Survey).
- ADA rate is less than (<) 90% for monitoring standards.
- New Program(s) was entered with no data in FS.

Enter the letter **P** to print a copy of the edit report.

Enter **Esc** to exit the edit report menu and return to the Main Menu in order to correct the errors, if necessary.

## SECTION VI - REPORTS

The following reports can be generated at any time and printed on the printer attached to your PC:

- School/District ADE/ADA Summary - A summary by district, by school, the calculated ADE/ADA and ADA rate for 2002-2003.
- School ADE/ADA Summary - A summary of input by school, by grade/class, and the ADE/ADA for 2002-2003.
- District ADE/ADA Program Summary - A summary of program categories and the ADE/ADA for 2002-2003.

Reports can be generated through a printer only; they cannot be viewed on the PC monitor.

To generate a report, highlight "Report Menu" from the REPORTS/MAINTENANCE section of the Main Menu.

Use the **Up/Down** Arrow keys to highlight the report that is desired and press **ENTER** to select.

#### Transfer Data to DOE Menu

After all data entry has been completed and the last edit has been performed successfully, you are ready to transfer the data to the NJDOE. This is done through the main menu in the EDC-PC software application. Choose "Transfer Data to DOE." Depending on whether the EDC-PC software application is installed on the same computer as DOEnet, or on a different computer, follow the instructions on page 15 of the Users' Manual for DOENET, Version 3.0.

You must review the accounts in your DOENET LEA after transmitting SRS. A screen will appear listing all of the files in your DOENET LEA account; not just your school register files. The school register files transferred are: SRS01.dat, SRS201.dat. You will be asked to confirm that all of the necessary files are present. Type "Y" if they are. If you type "N", you will not be able to print a Transmittal letter. You may see some flashing indications of files being transferred. This is normal; following a pause, you will be automatically logged out and disconnected. Control now returns to the EDCPC software application, which will display a notice regarding the success of your data transfer. If successful, you may print a Transmittal Letter. To do so, press the Enter key and follow the instructions on the screen.

Mail the letter of transmittal along with any memo for applicable changes to:

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